

## CONSTRUCTION INSPECTOR

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### **DEFINITION**

To perform inspection duties involving public works construction projects such as sidewalks, storm drains, grading, traffic signals, striping, irrigation, landscaping, structures and street pavement; issues and inspects the encroachment permit process; reviews and conducts inspections of encroachments on streets and public right-of-way; and performs related duties as required.

### **EQUIPMENT, METHODS AND GUIDELINES**

Uses Federal, State and local laws, policies, procedures and practices; uses surveying equipment and two-way radios. Uses City vehicles, telephone, PC terminal and software, calculator, FAX machine, printer and copier.

### **WORKING CONDITIONS**

The work is performed predominately outdoors and includes exposure to extremes in weather conditions, noise, odors, hazardous traffic and construction site conditions. Work above and below ground level, and in confined spaces. Conditions also may involve attendance at meetings. Work may be conducted during evenings and weekends.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays). Ability to carry out oral and written instructions. The work requires the ability to bend, reach, stoop, crawl and climb. It may also require the ability to lift objects weighing up to forty pounds.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Public Works or his designee.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Inspects the construction and installation of a wide variety of public works projects for type, quantity and quality of materials, location, grade and completion of project.

Conduct field sampling and testing of construction materials; approves materials for use on construction projects.

Maintain accurate written reports of inspection, progress of work, work site conditions and safety.

Informs contractors and others when and why work does not conform to plans and specifications, or is not properly authorized; issues stop orders when necessary.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties.

Approves encroachment permits; investigates various encroachments, including illegal or improper storage of materials and construction activities on streets and public right-of-way.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

Procedures, techniques, equipment, tools, materials, and construction site traffic and public safety practices associated with the construction and repair of streets, storm drains, sewers, traffic signal, landscaping, structures, and related public works projects.

Applicable laws, ordinances, and regulations related to public works construction and repair work.

Methods, equipment and materials used in the construction of public facilities and in the testing of construction materials.

Construction scheduling, claims and dispute resolution.

### **Ability to**

Communicate clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to prepare and maintain accurate records.

Ability to operate various inspection equipment.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience**

Three years of experience in engineering construction or inspection work is required.

### **Education**

Completion of the 12th grade or equivalent. Although not required, completion of courses in construction or engineering are preferred.

## **LICENSE OR CERTIFICATE**

Possession of an appropriate California driver's license and a satisfactory driving record are required.